

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, November 18, 2019, Willoughby Hills Library, 6:00 p.m.

CALL TO ORDER

The meeting was called to order by President Monin at 6:01 p.m.

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, Mrs. Roseum.

Absent: no absences

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria and Willoughby Library Manager Deb Mullen.

Additions to the agenda: no additions

Citizen’s Comment: no comments

President Monin presented the following minutes:

- o October 21, 2019 Annual Meeting of the Records Commission
- o October 21, 2019 Regular Meeting of the Board of Trustees

MOTION 93-19

Mrs. Polewchak moved and Mr. Buttari seconded that the following minutes be approved as presented.

- o October 21, 2019 Annual Meeting of the Records Commission
- o October 21, 2019 Regular Meeting of the Board of Trustees

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

FISCAL OFFICER’S REPORT

MOTION 94-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the October, 2019 Fiscal Officer’s report:

PLF Fund Distribution

PLF	2018	2019	% Increase
November	\$ 164,045.78	\$ 171,982.93	4.84%
YTD	\$1,775,197.31	\$1,856,339.52	4.57%

OCTOBER LIST OF BILLS PAID: \$456,493.99

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,067,877.92	\$4,736,299.03	\$1,305,430.30
Grants	\$763.00	\$762.75	0.25
Capital Projects Fund	\$8,402.18	\$63,822.78	\$771,637.02
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$34,454.22	\$33,685.25
Eastlake Coal Plant	0.00	0.00	0.00
Fiduciary Fund – Worrallo	\$19.28	\$895.68	\$15,241.83
TOTALS	\$5,077,062.38	\$4,836,234.46	\$2,125,994.65

OCTOBER INVESTMENTS: \$1,419,285.58

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

COMMITTEE REPORTS

AUDIT (**Roche**, Mackey, Roseum, Tyler, citizen) *Did not meet*

BUILDINGS (**Buttari**, Polewchak, Mackey) *Did not meet*
 Mr. Werner stated that there will be a Building Committee meeting on December 11th at 4:30 at the Library Administrative Offices.

FINANCE AND PLANNING (**Mackey**, Buttari, Petruccio) *Did not meet*

PERSONNEL (**Petruccio**, Buttari, Roche) *Did not meet*

MOTION 95-19

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

A reminder was given to the Personnel Committee that the 2020 Slate of Officers will need to be presented at the December Organizational meeting.

POLICY (**Roseum**, Polewchak, Roche)

Did not meet

ADMINISTRATION REPORT

RESOLUTION 96-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the contract as presented between the Willoughby-Eastlake Public Library and the Giannetti Company for snow plowing services at Eastlake, Willoughby and Willowick Libraries effective November 1, 2019 to April 1, 2020.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

RESOLUTION 97-19

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the November 18, 2019 Surplus List as presented.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

Director’s Report/Rick Werner

Levy Follow-up

With the successful Issue 3 campaign behind us, I am collecting all the records (both paper and electronic) from the Issue 6 and Issue 3 campaigns so that the Board and staff leadership in 2025 or 2026 (the next time WEPL will be on the ballot for an operating levy) have a time capsule to consult as they plan that campaign.

Nick Monin and Jeff Mackey have signed off on a thank-you letter that will go out soon to Issue 3 campaign contributors. I am happy to report that, in addition to the substantial resources raised at the Harvest Moon Gala, the Citizens Committee received a \$2,000 contribution from the Service Employees International Union at the beginning of November.

Ben Russo, the Citizens Treasurer, will be preparing the year-end campaign finance report in December. We should end the year with over \$5,000 in the bank which can be a substantial down-payment on the next campaign. Jeff has scheduled a Citizens Committee for December 4, 2019 to review the Issue 3 campaign and begin the discussion of what fundraising efforts the Committee might plan for the years when WEPL is not on the ballot.

In order to thank everyone who worked on the Issue 3 and Issue 6 campaigns, the Citizens Committee will underwrite an after-work reception to be held at Trader Jack’s on Friday, December 13, 2019 from 5:30 to 7:30 pm. Email invitations will go out soon to the WEPL Board, WEPL staff, and the members of the Citizens Committee.

2020 Budget Preparation

All of WEPL’s management team has been working on preparing the 2020 budget requests so that Vicki can put together both the temporary and permanent 2020 budgets.

I have been working with Tom Johnson on the 2020 facilities budget. I am hoping that we can schedule a Building Committee meeting in early December so that the Committee can review the facilities work that has gotten done in 2019 as well as our recommendation about the major projects we should tackle in 2020.

As we conclude two years of levy work, I want to thank the Board, the staff, and the Citizens Committee (under the leadership of Jeff and Ben) for working so hard to ensure the long-term financial security of the Library. The next ten years can be an era of thoughtful expansion of our services thanks to the solid fiscal footing that Issues 6 and 3 provide to WEPL.

Tom and I have also begun the work of assembling a planning process/timeline for the renovation of the Eastlake Library. Eric and I have engaged the Eastlake Library leadership (Amy Winter, MaryAnn Friedlander, and Annette Doley) to start the brainstorming about how to involve Eastlake staff and the Eastlake community in offering ideas and suggestions for the renovation. I am confident that we can apply the lessons of the Willowick and Willoughby renovations to the Eastlake process so that, at least, we don't make the SAME mistakes this time around.

[WEPL Strategic Plan](#)

With the acknowledgement that the work of finalizing the new strategic plan has taken me entirely too long, I am anticipating that we will have a final draft plan for the Board to consider in January. Once the Board is comfortable with the final strategic plan, we can place it on a Board agenda for adoption.

Deputy Director's Report/Eric Linderman

[Program Budget Planning](#)

We are very busy working on budgets for 2020. With the recent passage of Issue 3, we are in a very good position to move forward with improvements we began to consider with the passage of the funding increase in 2018. Public programming is at the core of our success and popularity in the community, so I am recommending that resources be focused on this work. A major part of this is our budget for presenters, including authors, speakers and entertainers. One important focus of this effort will be our new signature program series. These all-day events happen at each of our four locations, and are being publicized heavily at all our locations. The first on these, in 2019, will be our DIY day at the Eastlake Library on December 14th, which will feature a variety of crafting activities including glass painting, ornament decoration, button making, and much more.

On January 18th, "New Year, New You!" will be the signature program at the Willoughby Library, which will include several health-focused programs. I am excited to share that New York Times Bestselling author, Dr. Michael Roizen will be on-site that day to talk about his book *What to Eat When*. The day will also include programs on sleep studies, cardio-drumming and yoga.

Much thanks to our Adult Services Committee, led by our WEPL assistant managers for developing this signature series and other popular programs.

[Changes to Public Printing](#)

During the week of November 12, we are making changes to our computer network that will allow us to provide new printing benefits to WEPL cardholders. Our plan is to allow for \$1.00 worth of free prints if a WEPL library card is used to sign up for a public computer. Not only is this a good way for us to say "thanks for being a valued patron," but it will also be a way for us to add value to being a cardholder. Currently, the great majority of computer users log on to our system with guest passes. The intended purpose of guest passes is to provide access for patrons who do not have, or forgot to bring, a library card. Moving forward, the guest pass will still be available, but using the WEPL card will provide the better deal on printing.

[Transitional Work Grant](#)

Recently, Colleen Kelly and I met with Amy Smith, an occupational therapist who has been assigned to work with us on developing a plan for the management of work injuries. The three of us went through most of our position descriptions and discussed the physical activity that is associated with these jobs. Ms. Smith will develop modified job descriptions and a plan for training our managers to work with this program. Between the November and December Board meetings, I will request that the Board Policy Committee consider changes to the policy manual that will include use of the transitional work program in situations involving work injuries and workers' compensation.

Communications & Development Report/Lori Caszatt

- ❖ Michelle conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- ❖ Michelle conducted a film discussion group at Breckenridge Village.
- ❖ Michelle attended a Senior Isolation and Loneliness initiative meeting.

- ❖ Lori attended a Campaign Cabinet meeting for United Way of Lake County.
- ❖ Michelle attended a resource fair at Crossroads.
- ❖ The Volunteer Fair was held on Monday, October 14th in partnership with Morley Library. 150 people attended.
- ❖ The WEPL Libraries participated in a food drive for End 68 Hours of Hunger.

Interim Collections & Virtual Services Report/Carol Tuttle

- ❖ Workflow for assigning Dewey numbers in non-fiction juvenile book orders was updated to improve efficiency and uniformity. Building selectors of juvenile books do not have to designate a Dewey call number in the order notes unless they have a preference over the Sirsi or B&T Dewey number. MAP will use the B&T Dewey if no preferred number is provided.
- ❖ Buildings were sent proposed Materials Budgets for review and input. Following the review period, a proposed 2020 budget was created by Melanie.
- ❖ Carol assumed responsibility for the interim Collections & Virtual Services Manager position on 10/11 following Melanie Wilson's departure.
- ❖ Carol created and sent the monthly Collection Services eNewsletter using Constant Contact, wrote and posted the monthly *We're All Adults Here* blog, created and uploaded the monthly book and movie request forms to the website. She also created and sent the monthly New Books and New Movies newsletters using LibraryAware.
- ❖ Carol facilitated the monthly Book Discussion group in the Pub Room at Grace Woods/Breckenridge. Carol attended the Back to the Book XX workshop presented by NEO-RLS on 10/17 which focused on Diversity in Readers' Advisory. Carol also attended the Clevnet Directors Annual Meeting at CPL on 10/25.
- ❖ Starting November 1st, Macmillan Publishing is limiting library eBook purchases. We will be permitted to purchase one copy upon publication date, but then have an 8-week embargo period after publication date before additional copies can be purchased. Carol will be monitoring our holds list in OverDrive to determine if any changes are needed to our eBook purchasing procedure.
- ❖ Three new monthly reports were requested from Clevnet Analytics that will be helpful tools for keeping our catalog up to date and improve circulation. These reports will list any books and movies that remain non-holdable due to item type settings (such as Fast Favorite books and NHDVD/BR) after 180 days for books and 90 days for DVD/Blu-ray.

Children's Services Report/Sarah Vargo

- ❖ All 4 libraries are now featured on KultureCity's sensory inclusive places app. The app includes social stories and more information to help people find us.
- ❖ Children's staff from all buildings helped out with our partnership with the Willoughby-Eastlake schools in the Read & Rise program. We provided literacy activities for the children, while teachers taught their parents about the best ways to be their child's first teacher.
- ❖ The Toy Library was included in an article in *Living Special Magazine*
- ❖ Connecting for Kids is including our adapted programming for the winter 2020 session in their newsletter. C4K is an amazing organization based in Cuyahoga County that wants to work its way into Lake County starting with our system. They provide tools, education and programming for families with special needs.
- ❖ We started a new Wonderbooks collection. They are children's books that have a built-in audio player. They are similar to our VOX books collection. They have proven to be very popular with our patrons.

Eastlake Branch Report/Amy Winter

We have been quite busy this fall with adult programming.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, November 18, 2019

September 30th, 38 patrons came to celebrate the 100th Anniversary of the NFL with us at the Eastlake library. Archivist Jon Kendle from the Pro Football Hall of Fame joined us for the program. In addition to this wisdom about football history, he also brought along some historic football artifacts for the patrons to view. Our circulation staff reported many positive statements from the patrons after the program.

October 7th, Eastlake welcomed back Mr. Tom Jerpbak, from Ye Oaken Bucket Antiques, for our Antique Show and Tell. In addition to Mr. Jerpbak, the 20 patrons in attendance had many fun stories to share about the history behind the items that were “shown”.

November 2nd, Cilla Buck, from Care Patrol, had 10 patrons attend her presentation on the Elder Care Options and How to Pay program.

We had a very successful Author visit from Vivien Chien. We had 27 people attend and had a great time learning more about the Noodle Shop Cozy Mysteries. Everyone left with smiles and commented how much they enjoyed spending a Saturday with the Author.

Eastlake Library in partnership with the Eastlake Middle School, the Eastlake Historical Society, many local Volunteers, and Mike Zuren planned and took part in the Eastlake Historical Adventure. The 7th graders from Eastlake Middle School visited three locations throughout Eastlake to learn some of the History of our town. 120 students came to Eastlake Library to view a Past, Present, Future Display in the meeting Room planned by MaryAnn Friedlander and Tammy Bueck. Then they toured the library and got a small talk about Library services from Amy Winter and Athena Gerber.

100th Anniversary of the NFL-Tammy



Teen Department:

Teen Art Club used a blend of ink, rubbing alcohol, and fire to make these masterpieces. More photos and a video of the process can be found on our Facebook page.



Children's Department:

On October 29th, Under Sam and Khin's wonderful planning and leadership we had a full house of attendees with at least 150 people, who enjoyed a wide variety of games, crafts, face paint, balloon creations, raffles, and trick or treat. The next Tuesday (November 5th) Sam and Khin astounded patrons again with their Return to Arendelle (a Disney's Frozen Party). Children went on a story walk around the library to read one of our Frozen 2 story books, made crafts in the magazine area, and played games and had snacks in the meeting room. Inspired by the movies Children had Olaf's Snow Cones, dipped pretzels in Elsa's chocolate fountain, and visited Anna's sandwich station. We received many compliments on the event.



Willoughby Branch Report/Deb Mullen

Willoughby Library Report—Deb Mullen

Willoughby Library continues to have the opportunity to serve every demographic in our community each day. I will be attending the WWLCC State of the Schools luncheon on November 14th to see if there are additional ways we can assist the schools during this difficult time for them. Willoughby staff have teamed up with Project Noelle Helps to bring Christmas to children who have lost a parent to the opioid epidemic. We'll be inviting patrons to assist us as we try to help as many children as possible in Lake, Geauga and Cuyahoga Counties.

Adult Services—Travis Fortney

Our most well attended October program was "The Willoughby Medical College and Other Spooky Hospitals!" with 36 attendees. We look forward to having Cathi Weber back next Halloween, and we are always on the lookout for new local history programs.

Another noteworthy October program was "The Killing of Ernest Gray" by budding local historian Ginnie Jeschelnic, who serves on the Mentor School Board and was a librarian in the Willoughby-Eastlake system for 15 years (ending in 1995). Ginnie gave her talk about the first Willoughby police officer to be killed in the line of duty to a small audience, but one of the patrons who attended it was so taken with the story--and with the fact that Deputy Officer Gray's grave is apparently unmarked--that he made it his personal mission to locate the grave and procure a gravestone. Deb connected the patron with Ginnie and Heart of Willoughby in the hopes of getting this mission accomplished. We're very excited to welcome Ginnie back to the library this coming April for "An Evening at the Mounds Club," about a Mafia-owned depression-era liquor and gambling establishment located in Willoughby Hills.

A near-future program that's generating some positive interest is "Cycling Across America" coming up this Thursday, November 14th. This program is being presented by Mike and Nancy Fortney, my parents, who completed a self-sustained cross-country bike tour in the spring of 2019 and have bicycle-toured across Europe. The program has generated 155 "interested" replies on Facebook, 44 Facebook event invites, and 17 Facebook registrations, as well as a 22 Evanced registrations. This interest was achieved through promoted posts on Facebook, targeted posts on bike club and bike retail pages, and a traditional press release and an online article in the News Herald. We'll be able to use some of these successful marketing practices on future programs.

Starting in January, the library be a host site for the Next Chapter Book Club. Mitz has reached out to the Lake County Board of Developmental Disabilities for help getting the word out, and we're very excited to be able to expand our offerings for developmentally disabled adults in this important way.

We're also gearing up for our first signature program "New Year, New You" on January 18th. During the day, we'll have breakouts about decluttering, the Mediterranean diet, a children's yoga program and more. The event is being headlined by 4-time number one New York Times best-selling author and frequent Dr. Oz contributor Dr. Michael Roizen, who will be discussing his book What to Eat When.

Circulation—Brian Campbell

The Willoughby Circulation department was pleased to hire Sheehan Clarkson. Sheehan previously worked as a Circulation clerk at the Willowick branch. We were also happy to participate in this year's Will-o-Boo festivities. Close to 150 trick-or-treaters and their families braved the elements to spend part of their Halloween revelry with us. This is an annual tradition that we enjoy participating in very much.

Children's Services—Julie Vickers

Willoughby Children's staff have been making many outreach visits to the local schools in Willoughby. I have been visiting Montessori Day School for Pre-K, Pembroke School for toddlers and Pre-K, Grant Elementary, Edison Elementary, Little Scholars in Willoughby and Lost Nation (Pre-K), as well as delivering books to the Y-Care at Grant and Edison once a month. Jamie has been visiting Montessori Day School to read to toddlers and the Friends preschool in Willoughby Hills for outreach monthly as well. Several children remember visiting the library and remember us visiting their school.

The Library's presence at Edison Elementary's Fall Carnival was a great success with children winning prizes and learning about the library. Home School Thursdays remain successful and we are looking forward to hosting Terry McCann in November as he teaches the children about guide dog etiquette. In December we have a winter themed program and the students will be making ornaments. The Girl Scouts and the Boy Scouts will be visiting the Willoughby Library in December for field trips.

Danielle and Jamie presided over a very successful Half-Pint Homecoming in early October where 70 children and their parents had fun dance with activities. Our Halloween Spooktacular was very well attended with around 150 children and their parents enjoying a story, games, and crafts. Willo-Boo was also successful with around 145 people attending. Consider stopping by with the small fry in your life for our Grinch Party on Thursday, December 12th, Winter Wonderland program Tuesday, January 14th and Valentine party Thursday, February 13th.

Teen Services—Marybeth Carroll

November 16th, 2019 marks the end of an era...our Anime Club has run its course. Although there is still a demand for manga and anime, getting together to discuss them is getting harder for the teens. I will miss the teens/adults who participated through the years.

I have a core group for my Art Club, and it looks like they have fun. At our December meeting one of the teens will teach us how to make pompoms and we will then use them to create animals and/or snowmen.

The MCU (Marvel Comic Universe) Discussion group is having a hard time getting off the ground, so beginning in January I am changing it to discussing all things Disney.

OLD BUSINESS

Mrs. Petruccio reminded Mr. Werner and Ms. Simmons that their goals for 2020 and end of year summary are due in December.

Mr. Monin asked about the status of the strategic planning work session, Mr. Werner replied that it will be held during the January Finance & Planning Committee meeting.

NEW BUSINESS

Mr. Werner requested Mrs. Roseum to attend a meeting with himself, Ms. Simmons and Mr. Linderman with the Mayor Elect of Willoughby Hills Andrew Gardner.

NEXT MEETING, Organizational Meeting, Monday, December 16, 2019, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 98-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 6:49 p.m. On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

Board President

Board Secretary